

## CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER Gregg Zack			JOB NUMBER (JN) Various	CONTROL SECTION (CS) Various
DESCRIPTION IF NO JN/CS "As-Needed" Testing, Inspection, Surveying, Construction Engineering, Office Technician				
<b>MDOT PROJECT MANAGER:</b> Check all items to be included in RFP.  WHITE = REQUIRED GRAY SHADING = OPTIONAL			<b>CONSULTANT:</b> Provide only checked items below in proposal.	
Check the appropriate Tier in the box below				
<input type="checkbox"/> <b>TIER I</b> (\$25,000-\$99,999)	<input checked="" type="checkbox"/> <b>TIER II</b> (\$100,000-\$250,000)	<input type="checkbox"/> <b>TIER III</b> (>\$250,000)		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Understanding of Service	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>Innovations</i>	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>Safety Program</i>	
N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Organization Chart	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Qualifications of Team	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Past Performance	
Not required as part of official RFP	Not required as part of official RFP	<input type="checkbox"/>	Quality Assurance/Quality Control	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>Location:</b> The percentage of work performed in Michigan will be used for all selections unless the project is for on-site inspection or survey activities, then location should be scored using the distance from the consultant office to the on-site inspection or survey activity.	
N/A	N/A	<input type="checkbox"/>	Presentation	
N/A	N/A	<input type="checkbox"/>	Technical Proposal (if Presentation is required)	
3 pages (MDOT forms not counted) <b>(No Resumes)</b>	7 pages (MDOT forms not counted)	19 pages (MDOT forms not counted)	Total maximum pages for RFP <b>not including key personnel resumes</b>	

# REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and/or "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Vendor/Consultant Services>Vendor/Consultant Selections**

## RFP SPECIFIC INFORMATION

☒ BUREAU OF HIGHWAYS ☐ BUREAU OF TRANSPORTATION PLANNING \*\* ☐ OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

☐ NO ☒ YES DATED 10/1/07 THROUGH 12/31/07

<input checked="" type="checkbox"/> <b>Prequalified Services</b> – See page <u>1</u> of the attached Scope of Services for required Prequalification Classifications.	<input type="checkbox"/> <b>Non-Prequalified Services</b> - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.
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☒ **Qualifications Based Selection** – Use Consultant/Vendor Selection Guidelines

**For all Qualifications Based Selections**, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**\*\* For RFP's that originate in Bureau of Transportation Planning only**, a priced proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The priced proposal must be submitted in a sealed envelope, clearly marked **"PRICED PROPOSAL."** The vendor's name and return address **MUST** be on the front of the envelope. The priced proposal will only be opened for the highest scoring proposal. Unopened priced proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your priced proposal being opened erroneously by the mail room.

**For a cost plus fixed fee contract**, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

☐ **Qualifications Review / Low Bid** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

☐ **Best Value** - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

☐ **Low Bid** (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

## BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet(s) is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, if QBS/low bid selection to the address indicated below. The bid sheet(s) must be submitted in a sealed envelope, clearly marked **"SEALED BID."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room and the bid being rejected from consideration.

**PROPOSAL/BID SUBMITTAL INFORMATION**

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER 3	PROPOSAL/BID DUE DATE 1/11/08	TIME DUE 4:00 pm
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**PROPOSAL AND BID SHEET MAILING ADDRESSES**

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

☒ MDOT Project Manager ☐ MDOT Other

Gregg Zack, PE  
MDOT - Muskegon TSC  
2225 Olthoff Drive  
Muskegon, MI 49444

Mail one additional stapled copy of the proposal and/or bid sheet(s) to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
<input checked="" type="checkbox"/> Secretary, Contract Services Div - B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
<input type="checkbox"/> Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B470 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

**GENERAL INFORMATION**

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

**MDOT FORMS REQUIRED AS PART OF PROPOSAL/BID SUBMISSION**

**5100D** – Request for Proposal Cover Sheet  
**5100G** – Certification of Availability of Key Personnel  
**5100I** -- Conflict of Interest Statement

(These forms are not included in the proposal maximum page count.)

**Michigan Department of Transportation**

**SCOPE OF SERVICE**  
**FOR**  
**AS-NEEDED CONSTRUCTION SERVICES**

**CONTROL SECTION(S):** Various

**JOB NUMBER(S):** Various

**PROJECT LOCATION(S):** Muskegon, Newaygo, Oceana, & Ottawa Counties

**GENERAL DESCRIPTION OF WORK :**

The primary intent of this work is to provide for additional Inspection, Testing, and Office Technician resources for the MDOT project office. It is anticipated that these three (3) areas of construction oversight will make up the overwhelming majority of the hours of service on this contract. However, the availability of a qualified Project Engineer or Assistant Project Engineer is an important option to the Department in order to ensure that the proper level of oversight is available in the instance that additional projects arise or the scheduling of an anticipated project changes. Surveying, Construction Staking, and the oversight or verification of Contractor Staking are also anticipated to be minimal, but possible, and as such, the Consultant shall possess the availability of qualified staff to perform those duties.

The Consultant shall provide, to the satisfaction of the Department, Construction Engineering, Testing, Office Technician, Inspection & Staking Services as generally described herein: project for construction work to be performed by the Construction Contractor until completion of work by the Construction Contractor and acceptance of the Project and construction engineering services by the Department.

The Construction Services are as follows: **project administration; inspection; staking; quality assurance testing and reporting; measurement, computation, and documentation of quantities; reporting and record keeping; and finalizing all project documentation.**

This work includes, but is not limited to:

- Perform Quality Control and Quality Assurance Testing and Reporting, including, but not limited to, on site moisture and density testing and Portland cement concrete construction, in accordance with the MDOT Materials Sampling Guide and the Density Control Handbook.
- Identify and locate bituminous core locations as described in the Special Provision for Superpave Hot Mix Asphalt Percent within Limits (PWL) or the current applicable special provision and/or MTM. Observe coring operation by the contractor and take immediate possession of the cores.

- Collect the hot mix asphalt Quality Assurance samples from behind the paver as described in the Special Provision for Superpave Hot Mix Asphalt Percent Within Limits (PWL) or the current applicable special provision and/or MTM.
- Perform ride quality verification in conjunction with the contractor's ride quality testing by determining the acceptability of the contractor's Ride Quality Measurement Plan, verifying and documenting the calibration of the contractor's ride quality equipment prior to each test day, review the contractor's limits for Ride - Quality Measurement, watch the contractor perform each initial and final ride quality test, take possession of and review the ride quality tape after each run, verify the contractor's layout of bump grinding areas, and review and interpret the final ride quality payment log.
- Transportation of bituminous mixtures and core samples, as well as all other sampled materials, from the job site to the Region central bituminous laboratory, Muskegon TSC, or other designated drop-off site as requested by the Project Engineer Manager.
- Assist MDOT personnel and/or provide a staking crew on an "as-needed" basis for preliminary staking, construction staking, and/or quality control of contractor staking.
- Completion of all paperwork necessary for the project files.
- If requested, perform as the Project Engineer or Assistant Project Engineer for the project consistent with Department practices and in accordance with the Specifications, Plans, Proposals, the Michigan Construction Manual, the Materials Sampling Guide, and other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as liaison between the Consultant and Department-designated Project Engineer Manager.

The work description should include the following project information, if applicable:

**ANTICIPATED START DATE:** March 2008

**ANTICIPATED COMPLETION DATE:** June 2009

**PRIMARY PREQUALIFICATION CLASSIFICATION(S):**

Bituminous Pavement Inspection

Aggregate Inspection & Testing

Density Inspection & Testing

Portland Cement Concrete Inspection & Testing

Construction Staking

Technical Assistance

## **SECONDARY PREQUALIFICATION CLASSIFICATION**

Road & Bridge Construction Engineering

**DBE REQUIREMENT(S):** 0%

### **MDOT PROJECT MANAGER:**

Gregg Zack, P.E.

2225 Olthoff Drive

Muskegon, MI 49444-2644

Phone: 231-777-3451

Fax: 231-777-3621

### **GENERAL INFORMATION:**

Full-time services will not be required at all times. This contract is for "as-needed" services, based on the intermittent needs of the project office for inspection, testing, staking, office technician, and/or construction engineering personnel. The above service hours are estimated; as such, the Department reserves the right to vary these hours as required to complete the necessary inspection, testing, staking, office technician, and/or construction engineering services. There is no guarantee that Consultant services will be required on any or all of the listed project(s), or that the total hours of service will match those estimates included within this scope. The Consultant's point of contact will be contacted with the requests for staff. Every attempt will be made to submit requests and schedule at least one week prior to the need for personnel, however it is expected that any requests made will be complied with within a 24-48 hour period. If the consultant is unable to fulfill the request, MDOT may utilize a secondary consultant for the services.

The consultant inspector(s), tester(s), staker(s), office technician, and/or engineer(s) will report and be directly responsible to the Project Manager who is in responsible charge of the project construction. Work hours and assignments will be given to the consultant inspector(s), tester(s), staker(s), office technician, and/or engineer(s) by the Project Manager or other MDOT personnel from this office. The consultant inspector(s), tester(s), staker(s), office technician, and/or engineer(s) will cooperate with the senior level MDOT Technicians and above to ensure that adequate inspection, testing, staking, and/or engineering services are provided.

The Consultant shall contact the Project Engineer Manager prior to beginning any work on this Project.

- A. This Scope of Services consists of performing to the satisfaction of the Department, those inspection, testing, staking, and/or construction engineering services described herein consistent with applicable professional standards.
- B. The Consultant shall furnish all services and labor necessary to conduct and complete the inspection, testing, staking, and/or construction engineering services described herein. The Consultant shall also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the

Department), and check and/or test them prior to use in carrying out this work.

- C. The Consultant's principal contact with the Department shall be through the designated Project Manager.
- D. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with both MDOT and MIOSHA regulations and accepted safety practices.
- E. At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein and may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.
- F. The Consultant agrees to demonstrate knowledge of, and performance in compliance with, the standard construction practices of the Department; the Project-specific construction contracts, proposal, and plans; the Standard Specifications for Construction and applicable publications referenced within; the Michigan Construction Manual; the MDOT Materials Sampling Guide; the Density Control Handbook; the Materials Quality Assurance Procedures Manual; the MDEQ Soil Erosion and Sedimentation Control Manual; and any other references, guidelines, and procedures manuals needed to carry out the work described herein in an appropriate manner.
- G. The Consultant shall notify the Project Engineer Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

#### **CONSULTANT RESPONSIBILITIES:**

The Consultant will provide, to the satisfaction of the Department, "as-needed" testing and inspection services in the areas of bituminous construction, onsite moisture and density, and Portland cement concrete construction, as requested by the Project Engineer Manager. In addition, the Consultant may be asked to assist, on an "as-needed" basis, in construction engineering, office technician duties, staking, and/or quality control of contractor staking; and shall therefore possess the necessary skills, equipment, and staff required to perform such work.

The Consultant agrees to provide, to the satisfaction of the Department, bituminous core inspection and bituminous sampling services, as well as on site moisture and density testing/reporting and Portland cement concrete construction QA/QC testing/reporting, or other duties as specified by the Project Manager. Reporting, measurement, computation, and documentation requirements directed by the Project Manager for the aggregate and bituminous portions of the project and/or referenced in the Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide, the Density Control Handbook, and all other applicable references, guidelines, and

procedures manuals and associated with this Construction Inspection and Testing Services work is also included. The Consultant may be asked to assist, on an “as-needed” basis, in construction engineering, staking, and/or quality control of contractor staking; and should therefore possess the necessary skills, equipment, and staff required to perform such work.

**A. For Project Administration, the Consultant shall:**

1. **Project Engineer:** If requested, perform as the Project Engineer or Assistant Project Engineer for the Project consistent with Department practices and in accordance with the Specifications, Plans, Proposals, the Michigan Construction Manual, the Materials Sampling Guide, and other applicable references, guidelines, and/or procedures manuals. Assign the Project Engineer as liaison between the Consultant and Department-designated Project Engineer Manager.
2. **Inspector:** Perform as the Inspector for the Project consistent with the Department’s practices and in accordance with the Specifications, Plans, Proposal, the Michigan Construction Manual, the Materials Sampling Guide, the Density Control Handbook, and all other applicable references, guidelines, and/or procedures manuals. The Inspector assigned this Project shall be technically qualified and experienced to perform the Services required under the Agreement in a timely manner to avoid delay to the Construction Contractor.

An MDEQ certified NPDES Stormwater Operator shall be assigned to inspect and document the project per the NPDES requirements. This Stormwater Operator must have taken, and passed, MDEQ Phase I, II, & III soil Erosion Control Training as well as possess an MDEQ certification in Storm Water Management-Construction Site. Any violation of the NPDES permit by the construction contractor must be immediately reported to the Project Engineer Manager.

3. The Consultant will provide the necessary personnel to adequately perform the requirements of this Agreement, and that his/her employee will possess the experience, knowledge, and character to qualify him/her for the particular duties he/she is to perform.
4. **Staking:** As requested, perform all [or any portion of] staking in accordance with Department standards, including, but not limited to, all staking to be performed by the Engineer and the Contractor as indicated in SP104(A) Contractor Staking, to ensure accuracy and compliance with the contract documents. Resolve any plan errors, discrepancies or omissions identified by the Department or Contractor and notify the Project Engineer Manager.
5. **Progress:** Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor’s progress.
6. **Changes:** Notify the Project Manager immediately of any unanticipated Project conditions.
7. **Staff Reductions:** Withdraw any personnel or halt any services no longer required, at the



request of the Department, or within a reasonable time after the lack of need becomes apparent to the Consultant or the Project Manager.

8. **Consultant Deliverables:** Collect, properly label or identify, and deliver to the Department all original diaries, logs, notebooks, accounts, records, reports, other documents, and Project files prepared by the Consultant in the performance of the Agreement, upon completion or termination of the Agreement. Return, upon completion or termination of the Agreement, Specifications, Manuals, guides, written instructions, construction contracts and plans, unused forms, and any other documents and materials furnished by the Department. The Consultant may be responsible for replacing lost documents or materials at a fair and reasonable price.
9. **Office Support and Equipment:** If requested, provide an experienced office technician knowledgeable about all aspects of the FieldManager system and procedures regarding project record documentation. Provide administrative support. Provide all computer equipment necessary to run the most current FieldManager system. Provide project information and status reports to Project Engineer Manager upon request.
10. **Meetings:** If requested, arrange and conduct conferences and meetings required to carry out the Services or as may be required by the Project Engineer Manager. Prepare and distribute minutes of all meetings.
11. **Coordination:** If requested, provide appropriate coordination and contact, public relations, and cooperation with affected local, state, and/or federal agencies including the Federal Highway Administration; other Consultants and other Contractors; the general public; utilities and railroad companies; and local police, fire, and emergency services which may be affected by the Project and which are deemed to be the responsibility of the Consultant by the Department.
12. **Contentious Issues:** If requested, resolve any problems, issues, discrepancies, or other items brought to the attention of the Consultant by the Contractor. Provide written documentation of the resolution of such issues. Keep the Project Engineer Manager informed of such issues.
13. **Contractor Claims:** If requested, represent the Department as the Project Engineer on any and all claims for extra compensation and denied extensions of time requests filed on behalf of the Construction Contractor and/or Subcontractor on the Project against the Department. These claims shall be represented by the Consultant in accordance with Section 104.09 of the 2003 Standard Specification for Construction and/or the Department's Written Claim Procedures in effect at the time the Construction Contractor files the claim.

**B. For Project Inspection, the Consultant shall:**

1. **Ongoing Inspection:** Provide inspection of Contractor field construction work, provide quality control, and confirm substantial conformance with the Specifications, Plans, and

Proposal. Arrange for non-compliance work to be made whole by the Contractor. Inform the Project Engineer Manager of non-compliance work and trends toward borderline compliance.

2. The Consultant shall furnish necessary equipment needed to carry out the inspection and testing services.
3. The inspector shall have a cellular phone, but the phone can not be charged as a direct expense to the project.
4. The inspector shall provide a laptop computer (or equivalent) with Field Manager and/or Field Book software and produce daily inspection reports in this format. The inspector shall deliver inspection reports to the Project Engineer Manager's representative daily.

**C. For Quality Control Testing and Reporting, the Consultant shall:**

1. **Material Testing:** Sample and/or test materials (except off-site aggregates, concrete cylinder breaks, and bituminous plant testing) to be incorporated in the work, including but not limited to, concrete quality assurance testing, on-site aggregates, behind the paver bituminous sampling and core locations, and density testing and reporting, according to the Materials Sampling Guide and the Density Control Handbook, and reject Contractor's work and materials not meeting the Specifications, Plans, Proposal, the Michigan Construction Manual, Materials Quality Assurance Manual, and all other applicable references, guidelines, and procedures manuals. Determine the acceptability of materials found to be in non-compliance. Inform the Project Engineer Manager of non-compliance work and trends toward borderline compliance.

Acceptance samples, tests, and reporting procedures will conform to the Specifications, Proposal, MDOT Materials Source Guide and other applicable references, guidelines, and procedures manuals prescribed by the Department.

2. **Material Certification:** Make certain that acceptable test reports and material certifications from the supplier have been received, prior to the incorporation of materials in the work, for materials tested off the Project site.
3. **Materials Reports:** Submit materials test reports (including, but not limited to Moisture and Density 582B, Inspector's Report of Concrete Placed 1174A, Aggregate Inspection Reports 1900 & 1901, Bituminous QA reports, and Concrete QA reports, etc) according to the distribution list on a daily basis, within one work day following the testing. The efficiency of the consultant in getting the "Moisture and Density Determination, Nuclear Method", Form 582B, copy to the Lansing, Density Technology Unit, 8885 Ricks Road, Lansing Mich 48909 will be measured by that unit and reported to the Project Engineer Manager.
4. **Testing Personnel:** For aggregate, concrete, density, and bituminous testing, utilize only personnel certified according to current Department requirements. Personnel will be

certified on all projects (not just NHS projects).

The concrete testing inspector will be certified as a Concrete Technician Michigan Level I through a program certified by Michigan Concrete Association Board of Examiners or the Michigan Concrete Paving Association.

Any inspector involved in sampling or testing of Hot Mix Asphalt must be a Michigan Qualified Bituminous QC/QA Technician.

Any inspector performing sampling or testing of aggregates must be a current Michigan Certified Aggregate Technician.

Any person performing density testing or handling of nuclear density testing equipment must have completed the Michigan Density Technology Certification Program and successfully completed radiation safety training.

The Consultant and any sub-consultant contracted by the Department to perform density testing services that use equipment regulated by the Nuclear Regulatory Commission (NRC) Shall:

- a. Possess a valid license issued by the NRC, or recognized Agreement State, for ownership and use of sealed sources contained within portable nuclear density gauges.
- b. Provide the Radiation Safety Officer (RSO) of the Department with a copy of the aforementioned license.
- c. Comply with all rules and regulations set forth by Titles 10 (Energy) and 49 (Transportation) of the Code of Federal Regulations.

Failure of any of the above will be found in noncompliance with the contract.

5. **Density Gauge:** The inspector will provide a Troxler Density Gauge and comply with all requirements related to the use of this gauge established by the Nuclear Regulatory Commission and MDOT. This gauge should be calibrated to meet MDOT requirements.

**D. For Measurement, Computation, Documentation, and Record-keeping, the consultant shall:**

1. **Documentation:** Measure and compute quantities, and provide appropriate documentation of all materials incorporated in the work and items of work completed, and maintain an item record account using FieldManager software. The consultant must obtain and be able to use the most current available version of FieldManager as the primary system for automation of all required office work for this project. Contact **Info Tech** at (352) 375-7624 or fax (352) 373-9586 or (www.infotechfl.com) to obtain software and information on training. The cost of the FieldManager software can not be charged as a direct expense to this project.

2. **Insufficient Tested Materials:** Track insufficient tested materials and notify the Contractor on a bi-weekly basis.
  3. **Maintain As Constructed Plans** throughout the project, showing any field changes, final utility locations, substantial quantity changes, etc. Verify the As Constructed Plan information that is required to be provided by the Contractor.
  4. **Reports-Consultant Generated:** Prepare such periodic, intermediate and final reports and records as may be required by the Department and as are applicable to the Project, which may include, but are not limited to:
    - a. Moisture and Density Determination Reports, Form 582BM
    - b. Keep daily diaries, sketches, logs, and records consistent with Department practice as may be needed to record the Contractor=s progress.
    - c. Inspector's Report of Concrete Placed (Form 1174A-M)
    - d. Mechanical Analysis, (Form 1901)
    - e. Other records and/or reports as required for the individual Project by the Project Manager and/or as required by Specifications, Plans, Proposal, the Michigan Construction Manual, the MDOT Materials Sampling Guide, and all other applicable references, guidelines, and/or procedures manuals.
  5. **Reports-Contractor Generated:** Review, process, and/or approve Construction Contractor submittal of records and reports required by the Department as applicable to the Project which may include, but not limited to:
    - a. Working Drawings
    - b. Weekly Employment Reports, Certified Payrolls (Form 1199)
    - c. Contractor's claims for additional compensation and extension(s) of time, and
    - d. Other reports and records as required for the individual Project by the Project Engineer Manager.
  6. **Project Files:** Maintain project files in accordance with the MDOT Office Manual and Departmental procedures. Copy select correspondence and documentation to the Project Engineer Manager.
- E. For Finaling All Project Documentation, if requested, the Consultant shall assist in:**
1. **Final Measure and Summarize:** Final field measure applicable items of work. Prepare final summaries for applicable items of work.
  2. **Project Review/Certification:** Participate in and resolve items determined to be insufficient during the Department's review(s) of project records prior to submittal of the Final Estimate.

Within 45 calendar days of the actual project completion date, the project records shall be

ready for the Final Records Review.

3. **Final Documents:** Prepare and submit the Final Estimate, Final Quantity Sheets, Final Marked As-Constructed Plans, and the Design/Construction Package Evaluation (Form 285-2).

The Final Estimate package shall be submitted to the Project Engineer Manager by the Consultant within 120 days of the project completion date stated by the proposal as amended by contract extensions of time approved by the Project Engineer Manager. **If the Final Estimate package is not submitted within the 120 days, all invoices received after that date will be withheld from payment until the final estimate package is received and accepted, even if the invoice does not cover the work of the final estimate package. The invoice progress report should reflect all activities related to completing the final estimate package.**

#### **MDOT RESPONSIBILITIES:**

- A. The Project Manager shall furnish to the Consultant Project-specific construction contracts, proposals, plans, plan revisions, written instructions, notice of meetings with the Contractor or other parties related to construction of the project and other information and/or data as deemed necessary by the Project Manager for the Services required herein.
- B. The Department shall furnish concrete cylinder breaks, off-site aggregate testing, off-site inspections and tests of cement and bituminous mixture designs, and any other materials customarily tested in the Department laboratories with its own forces or by statewide contracts. The customary testing is described in the Materials Quality Assurance Manual with exceptions noted within the Specifications, Plans, and Proposal. The Consultant may be responsible for the sampling and transportation of the materials to be tested by Department personnel, at the request of the Project Engineer Manager.
- C. The Project Engineer Manager shall provide inspection and contract administration of the Project to assure that the Project has been completed in reasonable conformance with the plans and specifications for Project Acceptance and to determine that the inspection work performed to date by the Consultant for Services rendered is reasonable and appropriate before approving the Consultant's requests for progress payments.
- D. The Department shall provide the bituminous plant inspection required for Quality Assurance. The Consultant shall still be responsible for all on-site bituminous inspection required, including, but not limited to, locating the required Quality Assurance cores, sampling bituminous mixture behind the paver, coordinating with the contractor regarding this sampling, and delivery of both the cores and the samples to the Region central bituminous laboratory, Muskegon TSC, or any other designated drop off site.

- E. Unless otherwise requested of the Consultant, the Department shall provide the office technician staff to maintain the project files in accordance with MDOT procedures. The Consultant inspector will coordinate with the Department's staff to submit the required documentation, as indicated elsewhere in this Scope of Services.

### **PAYMENT SCHEDULE:**

Compensation for this Scope of Services shall be on an **actual cost plus fixed fee** basis.

### **CONSULTANT PAYMENT:**

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Actual Cost Plus Fixed Fee, Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Overtime rates must be provided in the Consultant's price proposal for review and approval by the MDOT Region Engineer/Bureau Director and the MDOT Project Engineer Manager. There shall be no overtime rate billed to this project by the Consultant for their Project Engineer. The overtime rate shall only be billed against this authorization for the consultant inspector(s), tester(s), staker(s), office technician, and/or engineer(s) when the individual has exceeded 40 hours on this authorization in a one week period per person per week, unless otherwise approved by the Project Engineer Manager.

The consultant may be required to purchase coolers, ice and cylinder molds to transport the bituminous cores. These items may be charged to the project as a Direct Expense.

The hours billed for the inspector(s), tester(s), office technician, and/or staker(s) will not begin until the inspector(s), tester(s), office technician, and/or staker(s) report(s) to the project site or the project office. Direct expenses will not be paid in excess of that allowed by the Department for its own employees.

This scope is for "as-needed" services, as such, the hours provided are only an estimate. The Consultant will be reimbursed a proportionate share of the fixed fee based on the portion of these hours in which services have been provided to the Department. The fixed fee allowed for this project will be 11.0%.